SelectorTools™, v3.0
User's Manual

SelectorTools™
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SelectorTools™ User's Manual

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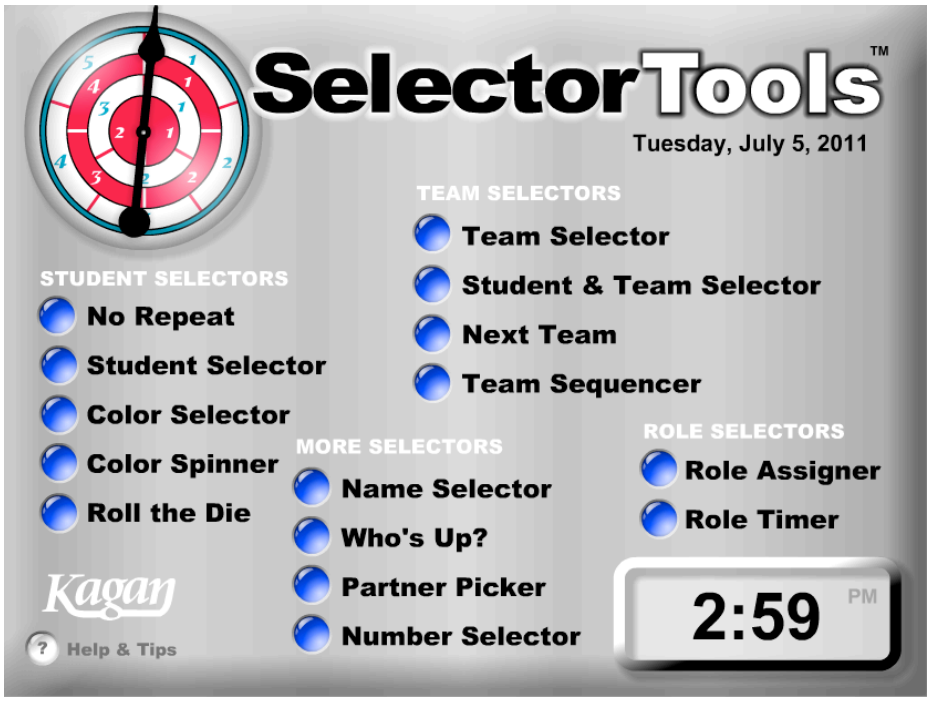


GENERAL NOTES

Navigation

• **Main Menu Screen:** Choose the selector you wish to display and use.
• **Return to Main Menu:** Click the Home button in upper right hand corner of any selector to return to the main menu.

Computer Times & Sounds

• **Clocks:** The clock and date on the main menu is based on your computer's time, so verify that your computer time is set correctly.
• **Volume:** To disable or adjust sounds, use your computer's sound settings.

Scale SelectorTools

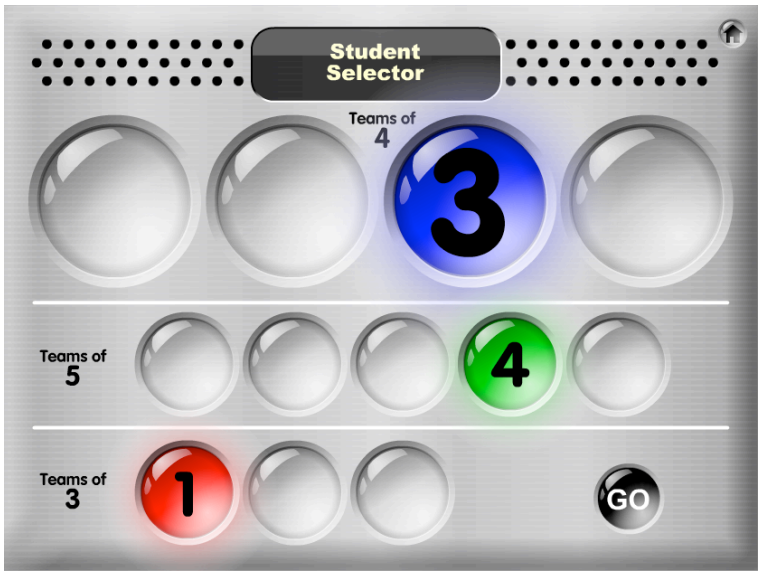
• **Scale:** To scale the SelectorTools window, click and drag the bottom right scale handle.
• **Full Screen:** To view SelectorTools as a full screen, select View > Full Screen
(Shortcut keys: for PC: Control + F; for Mac: Command + F)
• **Exit Full Screen:** To exit Full Screen press the ESC key or repeat the full screen shortcut keys again.

Run Multiple Selectors Simultaneously

If you wish to run multiple selectors simultaneously (for example Student Selector and Next Team), duplicate and open multiple copies of SelectorTools.

Performance Note: Increasing the scale of SelectorTools or running multiple selectors simultaneously may slow the performance of your computer.

STUDENT SELECTORS



Student Selector (No Repeat)

No repeat student selector for teams of 3, 4, and 5.

Use for: Randomly selecting one student in each team. Works with teams of 3 to 5 in the classroom at the same time. Works on a no-repeat basis so the same student will not be selected again until all teammates have been selected.

Before you Begin

Have students number off in their teams, beginning with 1. For example, if they are in a team of four, have them number off 1 to 4.

To Use the Selector

Click the Go button. The lights turn on and off in a random pattern, then end with one light on for each team size (Teams of 4, Teams of 5, and Teams of 3). Students with their number selected are chosen to perform.

Student Selector Spinner

Spinner with four rings, corresponding to teams of 2, 3, 4, and 5.

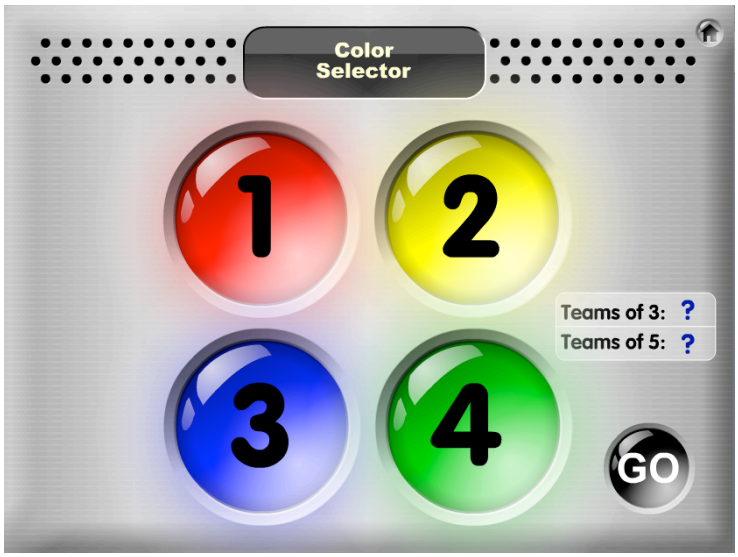
Use for: Randomly selecting one student in each team. Works with teams of 2 to 5 in the classroom at the same time.

Before you Begin

Have students number off in their teams, beginning with 1. For example, if they are in a team of four, have them number off 1 to 4.

To Use the Spinner

Click the Spin button. The spinner arrow spins and randomly ends within the boundaries of a number in each of the four rings. Students with their number selected are chosen to perform.



Color Selector

Four lights (red, yellow, green, and blue), each with a number 1 to 4, light up in a random pattern and end with one color randomly selected.

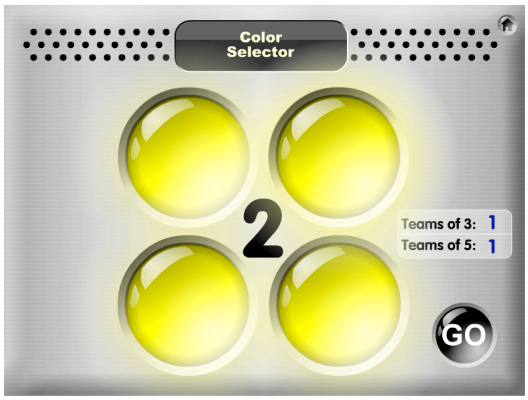
Use for: Randomly selecting one student in each team of 4 by color. (Use sidebar for Teams of 3 and Teams of 5.)

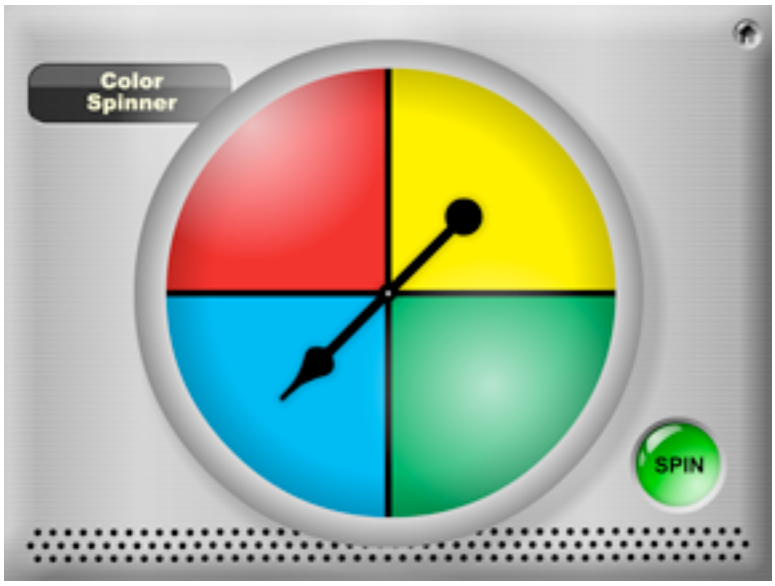
Before you Begin

Assign each student in teams of 4 one of the four colors: red, yellow, green, or blue. Or have students number off 1 to 4 (1 to 3 for teams of 3 and 1 to 5 for teams of 5).

To Use the Selector

Click the Go button. The four colored lights randomly blink on and end with all lights displaying the color selected. Students with their color or number selected are chosen to perform.





Color Spinner

Spinner with four differently colored quadrants: red, yellow, green, and blue.

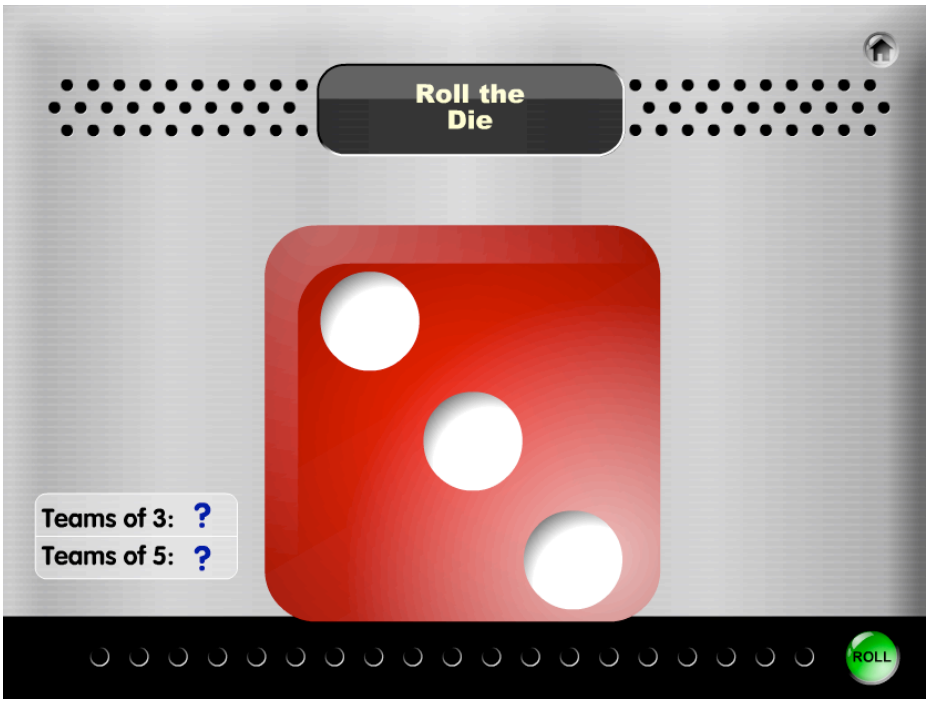
Use for: Randomly selecting one student in each team of 4 by color. (Spinner can also be used to randomly select one of four options.)

Before you Begin

Assign each student in teams of 4 one of the four colors on the spinner: red, yellow, green, or blue.

To Use the Spinner

Click the Spin button. The spinner arrow spins and randomly ends on a color. Students with their color selected are chosen to perform.



Roll the Die

Four-sided die that rolls and randomly selects a number 1 to 4.

Use for: Randomly selecting one student in a team of 4 by number. (Use sidebar for Teams of 3 and Teams of 5.)

Before you Begin

Have students number off in their teams of 4 from 1 to 4 (1 to 3 for teams of 3 and 1 to 5 for teams of 5).

To Use the Die

Click the Roll button. The die performs a quick animation and randomly ends on a number 1 to 4. Students with their number selected are chosen to perform.

TEAM SELECTORS

Team Selector Spinner

Spinner with four rings, corresponding to 6, 7, 8, or 9 teams in the class.

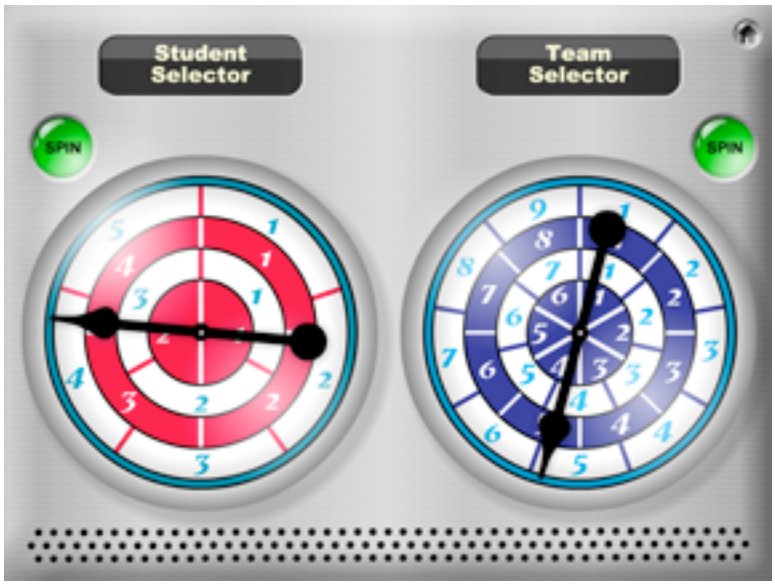
Use for: Randomly selecting one team in the class.

Before you Begin

Assign each team in the class a number, beginning with Team 1. For example, if there are 8 teams in the class, assign each team a number, Team 1 to Team 8. Determine which ring to use based on the number of teams in the class.

To Use the Spinner

Click the Spin button. The spinner arrow spins and randomly ends within the boundaries of a number in each of the four rings. The team selected is chosen to perform.



Student & Team Selector Spinners

A combined Student Selector and Team Selector Spinner.

Use for: Selecting one student in each team, one team in the class, or one student in the class.

To Use the Student Selector Spinner & Team Selector Spinner

See Student Selector Spinner instructions and Team Selector Spinner Instructions.

To Select One Student in the Class

Click the Student Selector Spin button. Have each selected student on each team stand up.

Click the Team Selector Spin button. The student on the selected team remains standing. All other students sit down. The standing student is chosen to perform.

Note: *Wait until the Student Selector or the Team Selector Spinner is completely done spinning to spin the other spinner. If a spinner is spun while the other spinner is still in progress, the other spinner will immediately make its final selection to improve the active spinner's performance.*

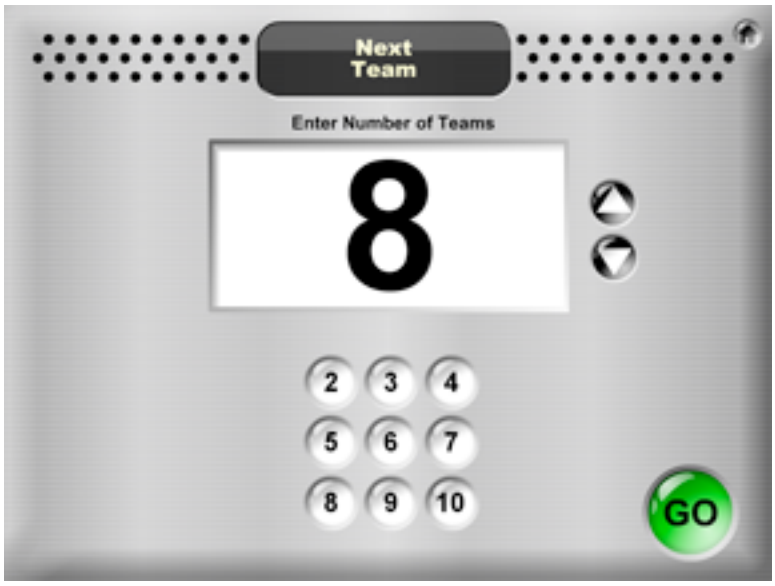
Next Team

A team selector that randomly selects the next team number (from up to 20 teams) without picking the same team twice until all teams have been selected.

Use for: Randomly selecting the next team to perform.

Before you Begin

Assign each team in the class a number, beginning with Team 1. For example, if there are 8 teams in the class, assign each team a number, Team 1 to Team 8.



To Use Next Team

1. Enter the number of teams in the class using 1 of 3 methods:
    a) Double-click on the large number of teams to highlight the number, then type in the desired number of teams.
        or
    b)Use the Up or Down buttons to adjust the number of teams.
        or
    c) Click a Preset Team Number button.

2. Click the Go button. The selector performs an animation turning lights from red (off) to green (on). The selector displays the selected team as a large red number.

To Select the Next Team

Click the Go button. The animation performs again and the next team is selected. The "Teams Already Selected" area tracks all teams already selected.

To Start Again or To Enter a New Team Pool

Click the Settings button any time it is visible.

To Start Again After All Teams Have Been Selected

Once all teams have been selected, the selector will display a message "All Teams Have Been Selected." Click the Start Again button to begin a new selection using the same number of teams.

Team Entry Notes: *Next Team will sound a warning buzzer if the number of teams entered is 0, not a number, left blank, or greater than 20 teams. In any of these events, Next Team will display 8 teams as the default.*

Team Sequencer

Randomly determines which team will perform first, second, third (up to twelfth) … and displays the team sequence as an ordered list.

Use for: Creating a random team sequence for team performances.

Before you Begin

Assign each team in the class a number, beginning with Team 1. For example, if there are 8 teams in the class, assign each team a number Team 1 to Team 8.

To Use the Team Sequencer

1. Enter the number of teams in the class using 1 of 3 methods:
    a) Double-click on the large number of teams to highlight the number, then type in the desired number of teams.
        or
    b) Use the Up or Down buttons to adjust the number of teams.
        or
    c) Click a Preset Team Number button, 1 to 12.

2. Click the Go button. The selector performs an animation assigning teams to different sequences, then ends with a randomly sequenced list of teams.

All unused slots in the sequence of 1 to 12 are shaded gray to indicate there are no teams for those slots. For example, if there are 8 teams in the classroom, teams 1 to 8 will be randomly sequenced in slots 1 to 8 and slots 9 to 12 are shaded gray.

To Create a New Team Sequence or to Start Again

Click the OK button.

To Check Off a Team After the Team Has Performed

After a team has performed, the team number may be shaded by clicking on the Number button to the left of the red team number. By shading the teams who have performed, it is easy to see at a glance which teams have performed, which teams still need to perform, and which team is next. Each click on the Number button toggles the team on and off.

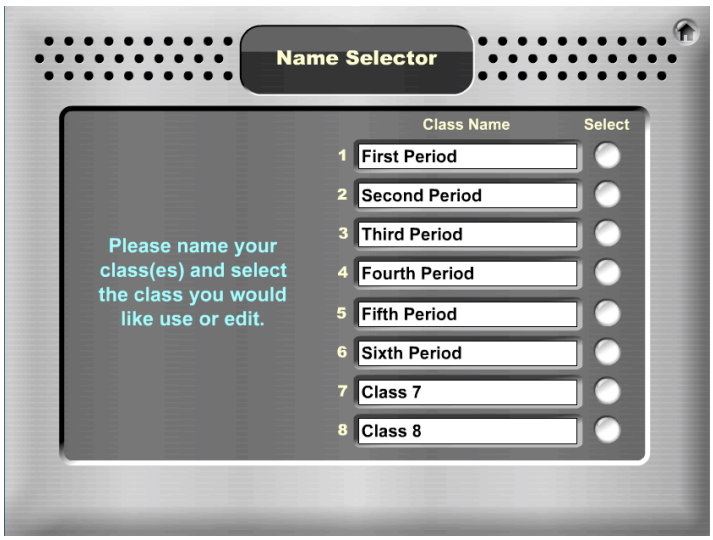
Team Entry Notes: *The Team Sequencer will sound a warning buzzer if the number of teams entered is 0, not a number, left blank, or greater than 12 teams. In any of these events, the Team Sequencer will display 8 teams as the default.*

MORE SELECTORS

Name Selector

Selects one student name at a time from the class list based on the user-selected algorithm.

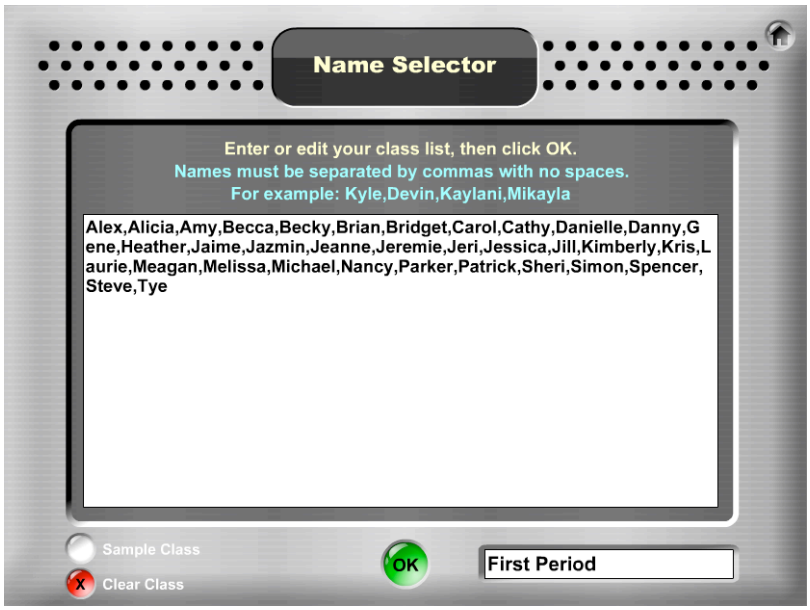
Use for: Selecting one student in the class (by name) to perform.



Before You Begin

1. Enter a name for each class you wish to store. For example, if you have one class you may name it Ms. Smith's Class. If you have multiple classes you may name them Period 1, Period 2, etc. You may enter up to 8 classes.

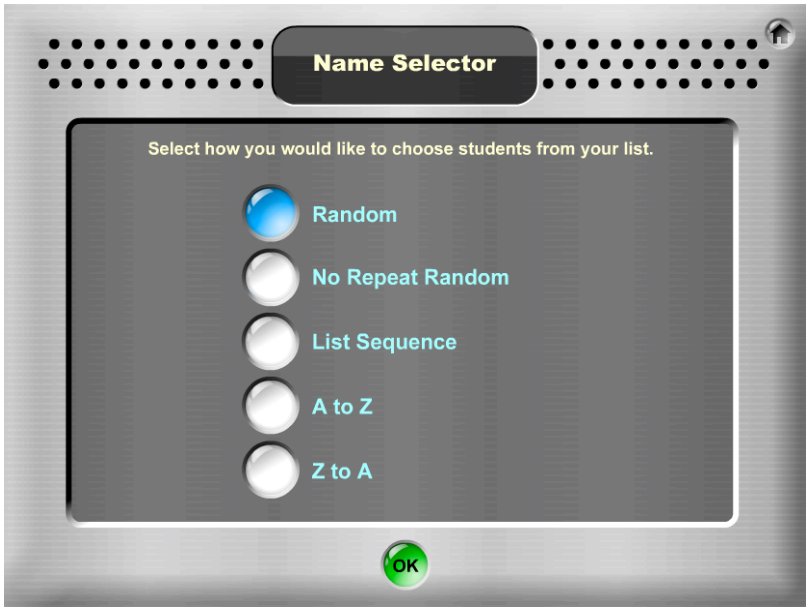
2. Click the Select button to the right of your first class.



3. In the text box, enter each student's name separated by a comma. Do not use spaces.

Note: *Click the Sample Class button in the bottom left corner to populate the box with a sample class in proper format. You may click the Clear Class button to clear out the sample class.*

4. After entering every student, Click OK.



5. Choose how you want to pick students by clicking on one of the five selection methods:

a) Random – randomly selects a student from the class list.
b) No Repeat Random – randomly selects a student from the class list. Once the student is selected he/she will not be selected again until all other students in the list have been selected.
c) List Sequence – selects students based on the sequence they are entered.
d) A to Z – selects students in alphabetical order.
e) Z to A – selects students in reverse alphabetical order.

Click the OK button.

Tip: *If you don't want students to see which selection method you have chosen, do not project the Name Selector until after you click the OK button.*

To Use the Name Selector

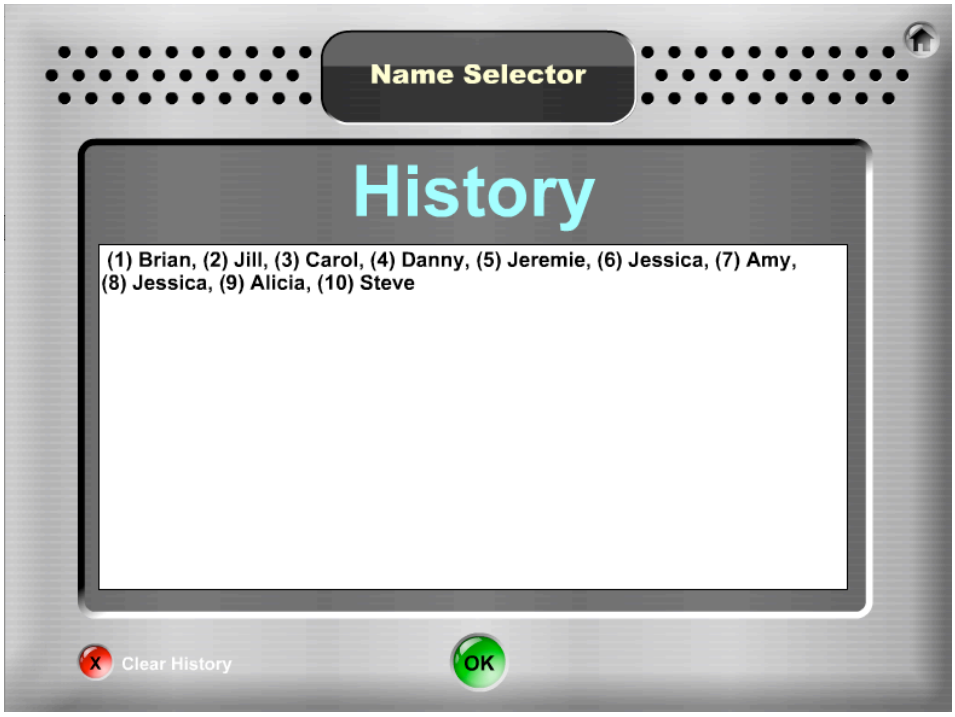
Each time you press the Go button, the Name Selector will display a student name based on the chosen selection method.

To Start Again or Change Selection Methods

Click the Settings button any time it is visible.

To See Your Selection History

Click the History button any time it is visible. You will receive a numbered list of selected students. You can clear the history by clicking the Clear History button. Students will be added to the history until you exit the Name Selector or choose a new selection method.



Who's Up?

Randomly displays 1 of 20 written prompts (ex: Has the longest first name) to select a student from a small group to perform.

Use for: Randomly selecting one student in a team or pair to perform.

To Use Who's Up?

Click the Go button on the Ready screen to display the first prompt. Click the Next button to display the next randomly-selected prompt.

Reset Prompts
Clear Prompts
Who's Up?
Customize Prompts
Import Export
OK
1 Has the longest hair
2 Has the shortest hair
3 Has the most pets
4 Has the fewest pets
5 Clothes have the most pockets
6 Clothes have the fewest pockets
7 Birthday comes first in the year
8 Birthday comes last in the year
9 Birthday is coming up next
10 First name comes first alphabetically
11 Last name comes last alphabetically
12 Has the longest first name
13 Has the shortest last name
14 Has the largest hand
15 Woke up earliest this morning
16 Went to bed latest last night
17 Is closest to the back of the room
18 Is closest to the front of the room
19 Is farthest from the teacher
20 Is closest to the teacher

To Customize Prompts

Click the Custom button. You will be taken to a Customize Prompts screen. To replace a prompt, highlight the prompt, then type over the prompt.

Click the OK button to save your prompts and resume.

Click the Clear Prompts button to clear out all prompts.

Click the Reset Prompts button to revert the prompts to the default set.

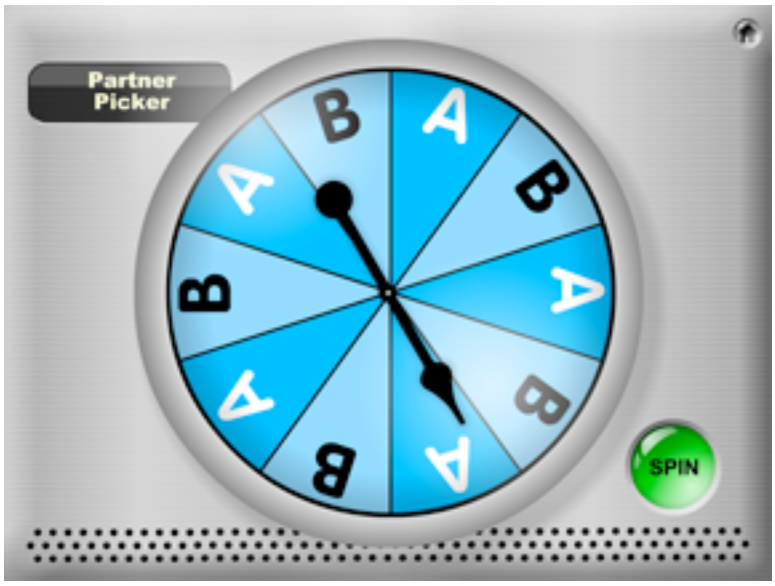
To Import Custom Prompts

From the Customize Prompts screen, press the black Import Export button at the top. Either type in prompts in the text box or copy and paste prompts from a text file. Prompts must be separated with two returns. You may press the Reset Prompts button to see the proper formatting of prompts to import. Click the OK button to import the prompts.

The Default Who's Up Prompts

Who's Up? selects from the following list of 20 prompts:

- Has the longest hair
- Has the shortest hair
- Has the most pets
- Has the fewest pets
- Clothes have the most pockets
- Clothes have the fewest pockets
- Birthday comes first in the year
- Birthday comes last in the year
- Birthday is coming up next
- First name comes first alphabetically
- Last name comes last alphabetically
- Has the longest first name
- Has the shortest last name
- Has the largest hand
- Woke up earliest this morning
- Went to bed latest last night
- Is closest to the back of the room
- Is closest to the front of the room
- Is farthest from the teacher
- Is closest to the teacher



Partner Picker Spinner

Spinner divided into 10 sections, 5 marked with A and 5 marked with B.

Use for: Randomly selecting Partner A or Partner B in each pair to perform.

Before you Begin

Assign one student in each pair the role of Partner A and the other the role of Partner B.

To Use the Spinner

Click the Spin button. The spinner arrow spins and randomly ends within the boundaries of an A or B section. The partners with their letter selected are chosen to perform.

Number Selector

Selects a number from a user-entered pool using a user-defined selection method.

Use for:

- Selecting a student in the class
- Selecting a student in a group or pair
- Selecting a team in the class
- Generating a number using a random, sequential, or a no repeat random selection method.

Before you Begin

Give every student in the class a number, every student in a team a number, or every team in the class a number.

To Use the Number Selector

1. Enter your selection pool number. The selection pool number is the pool from which the final number is selected. For example, if the selection pool number is 10, numbers 1 to 10 may be selected (depending on which selection algorithm is chosen). To enter your selection pool number, use one of the following 3 methods:

    a) Double-click on the large number to highlight the number, then type in the desired number.

    or

    b) Use the Up or Down buttons to adjust the number.

    or

    c) Click on the red Clear button to clear the pool to 000. Then click the Number buttons in the sequence of the desired number. (For example, to enter 12, click the red Clear button + 1 + 2.

2. Enter your preferences:

Selection Algorithm: Choose how you want to select a number by clicking on one of the three selection methods:

a) Random – randomly selects a number from the selection pool entered.
b) No Repeat Random – randomly selects a number from the selection pool entered. Once a number is selected it will not be selected again until all numbers in the selection pool have been selected.
c) Sequential – selects the next number in sequence starting with number 1.

Suspense: Choose how many numbers flash before selecting the final number.

a) Off – immediately displays the selected number.
b) Low – flashes 3 random numbers, then displays the selected number.
c) Med – flashes 7 random numbers, then displays the selected number.
d) Hi – flashes 10 random numbers, then displays the selected number.

Speed: Choose how quickly to flash the Suspense numbers: Slow, Med, or Fast.

Note: *The Speed buttons are disabled when Suspense is turned off and will buzz when selected. To enable the Speed buttons, choose any Suspense button except Off and Speed defaults to Med.*

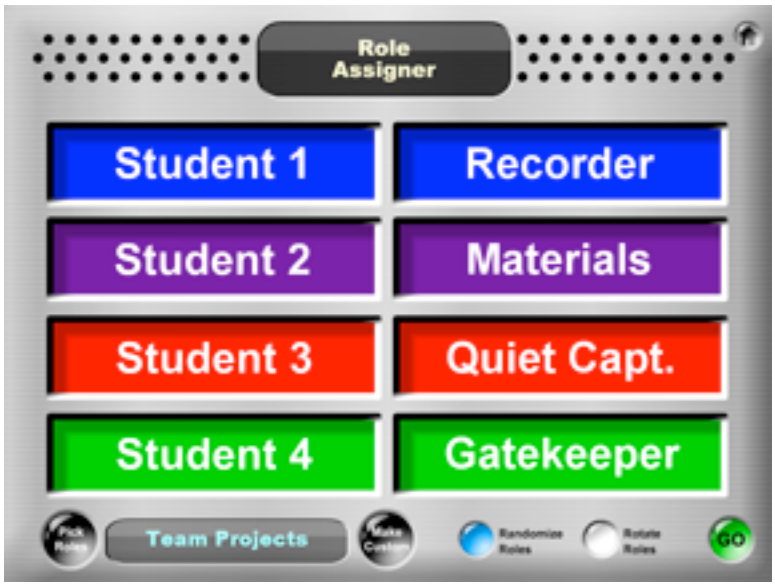
3. Click the Go button.

To Select the Next Number
Click the Go button again.

To Start Again, Enter a New Pool Number, or Change Preferences
Click the Settings button any time it is visible.

Number Entry Notes: *The Number Selector will sound a warning buzzer if the number entered is 0, not a number, or left blank. In either event, the Number Selector will display the number 32 as the default.*

ROLE SELECTORS



Role Assigner

Assigns role(s) to students in teams of 4 on a random basis, or rotates role(s) in teams of 4.

Use for:

- Randomly assigning and re-assigning roles to students in teams.
- Rotating roles within teams (ex: Rotating Recorder).
- Displaying roles for popular structures (ex: Fan-N-Pick).

Before you Begin

Have students number off in their teams from 1 to 4. Students will perform the roles next to their student number on the Role Assigner.

To Use the Role Assigner

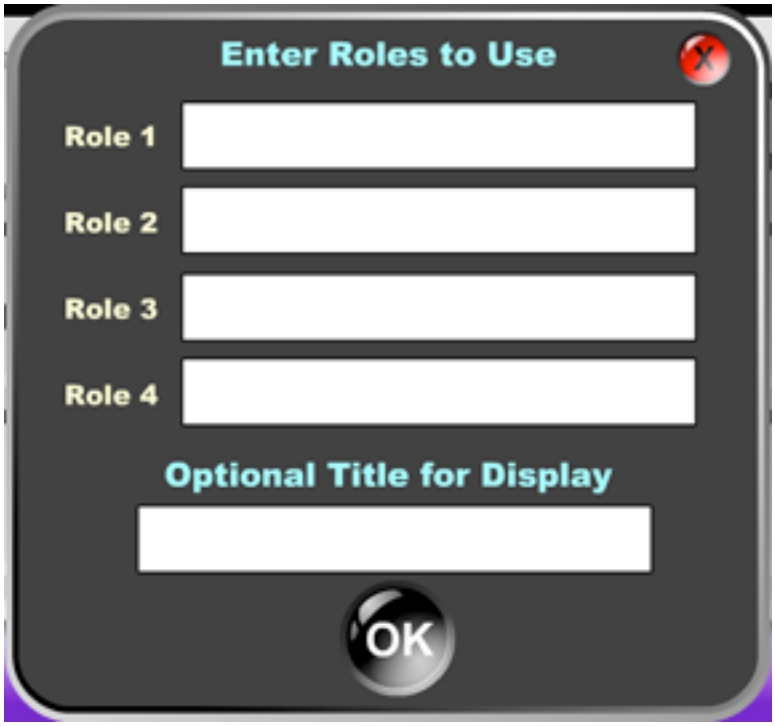
1. Pick from existing roles or enter custom roles.

To Pick from Preset Roles:

a) Click the black Pick Roles button on bottom left of the screen.
b) Select roles to use from alphabetical list (see list and description of preset roles below).

To Enter Custom Roles:

a) Click the black Make Custom button on the bottom center of the screen.
b) Type in the desired role(s) (10 character maximum per role).
c) Optional: Type in the title of the roles for display (17 character maximum).
d) Click OK.



2. Choose Randomize or Rotate Roles button.
Randomize Roles – Randomly assigns roles to students.
Rotate Roles – Advances roles 1 student.

3. Click Go. Selector rotates and ends on assigned roles.

To Pick or Enter New Roles
Click the Pick Roles or the Make Custom button at any time to pick new roles or to enter custom roles.

Randomize Roles Note: *When Randomize Roles is selected, roles are randomly assigned as a sequenced group (4 possibilities) instead of each role being randomly assigned independently to students (24 possibilities). This is done for management purposes for sequenced roles for structures such as Fan-N-Pick. If students know who starts, they know the student next to them is up next, rather than having to refer to a completely random role assignment each time.*

Role Timer

Rotates roles for teams of 4 based on user-defined time intervals. The clock counts down and the progress bar disappears as time elapses. A bell chimes when the time is up, indicating it's time to switch roles.

Use for: Rotating team roles with a timer.

Before you Begin

Have students number off in their teams from 1 to 4. Students will perform the roles next to their student number on the Role Timer.

To Use the Role Assigner

1. Pick from existing roles or enter custom roles.

To Pick from Preset Roles:

a) Click the black Pick Roles button on bottom left of the screen.
b) Select roles to use from alphabetical list (see list and preset roles below).

To Enter Custom Roles:

a) Click the black Make Custom button on the bottom left of the screen.
b) Type in the desired role(s) (10 character maximum per role).
c) Type in the title of the roles for display (optional; 17 character maximum).
d) Click OK.

2. Set the desired time using one of the following three methods:
    a) Double click the small mins or secs field (at bottom) to highlight the field. Type in desired time.
        or
    b) Use the Up and Down Arrow buttons to set the mins and/or secs fields.
        or
    c) Click any Preset Time.

3. Click the Start button to start the timer.

To Stop the Role Timer
Click the Stop button.

To Re-Start the Role Timer
Click the Start button again.

To Reset the Role Timer to Last Time Set
Click the Reset button.

To Display a Set Time on the Clock
Click the Show button.

To Clear the Time
Click the Clear button.

Time Entry Notes:
• *Press Tab to tab between the minutes and seconds fields to input a time.*
• *The Role Timer will sound a warning buzzer if the timer is started with a 0 time or the time field is left blank.*
• *The timer will not function properly if invalid characters or letters are entered.*
• *The time entry fields disappear when timing is in progress. Click the Reset button to make the fields re-appear.*

Preset Roles for the Role Assigner and the Role Timer

Bullets on the list below represent the role(s) that will appear on the Role Assigner and Role Timer when selected. If the roles are numbered, then roles are to be performed in the number sequence shown.

4S Brainstorming
Roles for brainstorming ideas.
- Speed
- Silly
- Support
- Synergy

Fan-N-Pick
Roles for answering question cards.
1) Fan
2) Pick
3) Answer
4) Respond

Instant Star
One teammate stands to share with teammates.
- Instant Star

Match Mine
Receivers match the arrangement of Sender's hidden game pieces.
- Sender
- Receiver
- Sender
- Receiver

Materials Monitor
Student responsible for team's material.
- Monitor

One Stray
One teammate chosen to stray to a new team to share or gather information.
- You Stray

Pair A & B
Assigns A and B partners.
• Pair A
• Pair B
• Pair A
• Pair B

Praise Captain
One teammate chosen to praise teammates.
• Praiser

RallyCoach
Partners take turns, one solves while the other coaches.
• Solver
• Coach
• Solver
• Coach

Recorder
One teammate chosen to record team ideas or answers.
• Recorder

Review Q's
Each teammate has a role in responding to review questions.
1) Read Q
2) Answer Q
3) Check
4) Praise

Sage-N-Scribe
Partners take turns, one gives instructions while other records the solution.
• Sage
• Scribe
• Sage
• Scribe

Showdown Captain
One teammate leads team in round of Showdown.
• Captain

Team Interview
One teammate stands to be interviewed by teammates.
• Interviewee

Team Projects
Common roles for team projects.
• Recorder
• Materials
• Quiet Capt.
• Gatekeeper

Team Rep
One teammate chosen to represent the team answer or project.
• Team Rep

Thinking Q's
Each teammate has a role in responding to thinking questions.
1) Read Q
2) Answer Q
3) Add on
4) Praise

Three Stray
Three teammates chosen to stray to another team. The teammate not selected stays.
• Stray
• Stray
• Stray

Timed Pair Share
Partners take timed turns sharing and listening.
• Share
• Listen
• Share
• Listen

Time Keeper One teammate chosen to keep track of time remaining or time allotted for each teammate. • Time Keeper **Turn Captain** One teammate chosen to lead the turn. • Turn Captain	**You're Up** One teammate chosen to perform an action. • You're Up